



**MISSISSIPPI STATE DEPARTMENT OF HEALTH**

The Office of Revenue Cycle is accepting applications for six (6) **OP/MGMT Analyst Principal** positions. These positions will be working in the centralized scheduling program. Ideal candidates for these positions have experience in the following areas:

- Medical office centralized scheduling call center experience
- Knowledge of health insurance payer guidelines
- Working knowledge of a medical office software; EPIC preferred
- Management of a telephone switchboard
- Knowledge of medical office terminology
- Maintaining provider scheduling templates.

Applicants with excellent customer service skills and the ability to multitask will be given preference. Please follow this [link](#) to view the job requirements on the Mississippi State Personnel Board website. To apply please send your resume to [recruitment@msdh.ms.gov](mailto:recruitment@msdh.ms.gov) with OMAP R. Cycle in the subject line.

***MSDH is an Equal Opportunity Employer***